

~~CONFIDENTIAL~~

Approved For Release 2002/05/06 : CIA-RDP78-04718A001500160060-4

This Notice Expires 1 July 1955

25X1A

25X1A

LOGISTICS
1955

PROCUREMENT OF SUPPLIES AND SERVICES
REQUISITIONS REQUIRING PURCHASE ACTION CHARGEABLE
TO FUNDS ALLOCATED FOR FISCAL YEAR 1955

1. To provide sufficient time for the orderly completion of purchase action on requisitions covering articles or supplies chargeable to funds allocated for fiscal year 1955, requisitions requiring such purchase action should be submitted to the Logistics Office on or before the dates indicated in the following schedule:

<u>Type of Requisition</u>	<u>Deadline Date</u>
Supplies, equipment, or services exceeding \$2,000 total which require contract action by the Logistics Office	1 May 1955
Military equipment and supplies	
Nonstock items	1 May 1955
Stock items	15 May 1955
Supplies, equipment, or services not falling in above categories	1 June 1955

2. The requesting components should plan their requisitions in advance and dispatch them so that they will reach the Logistics Office not later than the above deadline dates in order that logistical support may be carried out in an effective and economical manner.

3. Fiscal year 1955 requisitions submitted after the deadline date will require justification to obtain priority for purchase prior to 30 June 1955.

4. Requesting components are encouraged to increase their requisitions during the third quarter of fiscal year 1955, thereby minimizing the activity falling in the last quarter. Concentration of requisitions during the third quarter will prevent excessive overtime and the resultant irregular procurement.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

141
L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION: AB

Approved For Release 2002/05/06 : CIA-RDP78-04718A001500160060-4

~~CONFIDENTIAL~~